

From: [Weeks, Sharon E.](#)
To: [Ashmeade, Iris](#)
Cc: [Fortson, Donald O.](#); [Williams, Patrice](#); [McBride, William](#)
Subject: Fresh Return Initiative - Cleaning Plan
Date: Tuesday, February 22, 2022 11:18:33 AM
Attachments: [Fresh Return Initiative-Checklist DRAFT 2-10-2021.docx](#)
[Fresh Return Initiative-Proposed Schedule DRAFT 2-16-2021.docx](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)

Iris –

Please find the DRAFT Cleaning plan referred to as “Fresh Return Initiative” (FRI) that we have established a TEAMS group that I just added you as a member. The two documents are files shared within the TEAMS and we had a meeting with ISMB to ensure their review and tweaks for Records Management. We also recommend this FRI be an MSD Learning Series outreach that is hosted by FGAMB and ISMB educate and answer questions.

will work on a separate DRAFT schedule and add to the TEAMS files. Thank you, Sharon



R4's Re-entry preparations will begin with a Fresh Return Initiative across all floors, offices and workstations. During our two-year remote working status, private spaces (offices/cubicles) need dedicated attention to cleaning and decluttering. This initiative improves access for building management cleaning and exterminating while ensuring our return to a fresh and safe work environment. MSD will coordinate with Division/Office representative(s) for their respective employees/locations.

https://teams.microsoft.com/l/team/19%3aR_GT38xO7XNyIs5_8g-majOHZIxw0QVF4GJZpHVdv-Q1%40thread.tacv2/conversations?groupId=1fffb8ca-2a9b-4500-a834-46fab0096d05&tenantId=88b378b3-6748-4867-acf9-76aacbeca6a7

Thank you,

Sharon E. Weeks

Designated Official Alternate | Occupant Emergency Coordinator
Sam Nunn Atlanta Federal Center
Atlanta Federal Executive Board | <https://atlanta.feb.gov/emergency/>

U.S. Environmental Protection Agency (EPA) - Region 4
61 Forsyth Street - Atlanta, GA 30303

✉ weeks.sharon@epa.gov | ☎ (404) 562-8160 | 📠 (678) 206-9429

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